Hardship Duty Pay (HDP) – TEMPO User Guide

Version 3.1

18 November 2014

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Table of Contents

What is HDP-T? 3
Accessing HDP-T 4
HDP-T Report Parameters 8
HDP-T Report Options 9
Report Option Format 1: Pre-Certification Worksheet/Individual/.pdf 10
Report Option Format 2: Pre-Certification Worksheet/Unit/.pdf 13
Report Option Format 3: Certification Report/Individual/.pdf 15
Report Option Format 4: Certification Report/Unit/.pdf 19
Report Option Format 5: Correction Report/Individual/.pdf 22
Report Option Format 6: Correction Report/Unit/.pdf 26
Archive Reports 29
Pro User Tips 32
PERSTEMPO Help Desk Information 33

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

What is HDP-T?

- In accordance with Navy policy, payment of HDP-T is used to compensate enlisted Sailors and Officers, both active and reserve components, for a deployment tempo that requires the Member to perform duties in an operational environment for extended periods.

- In accordance with 37 USC 305, HDP-T will be paid at a monthly rate of $495, prorated daily at $16.50. Eligible Members will begin earning HDP-T on the day immediately following the 220th consecutive day of an operational deployment.

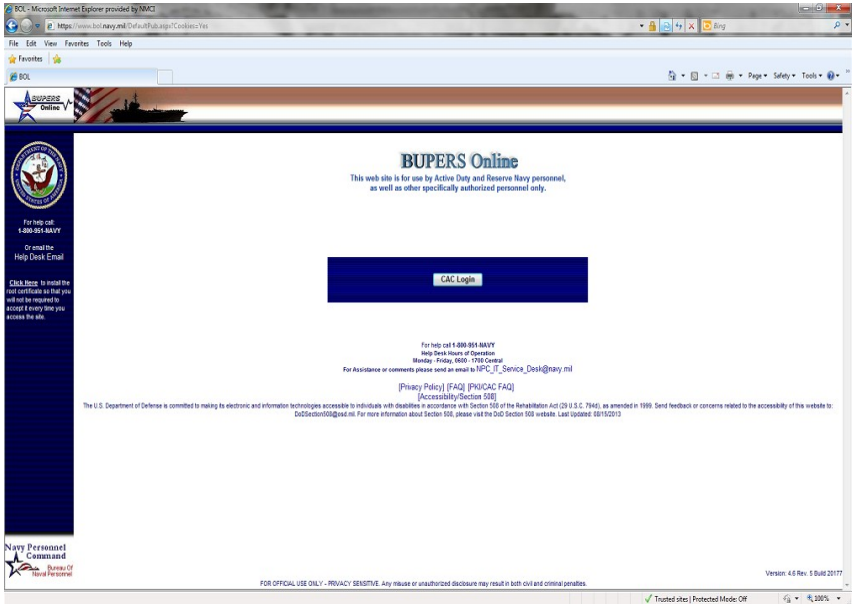
- HDP-T is to be used to compensate Sailors for lengthening operational deployments and time spent away from home.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Accessing HDP-T

- To access the PERSTEMPO HDP-T program, the User will login to the BOL portal, which is found at https://www.bol.navy.mil/.

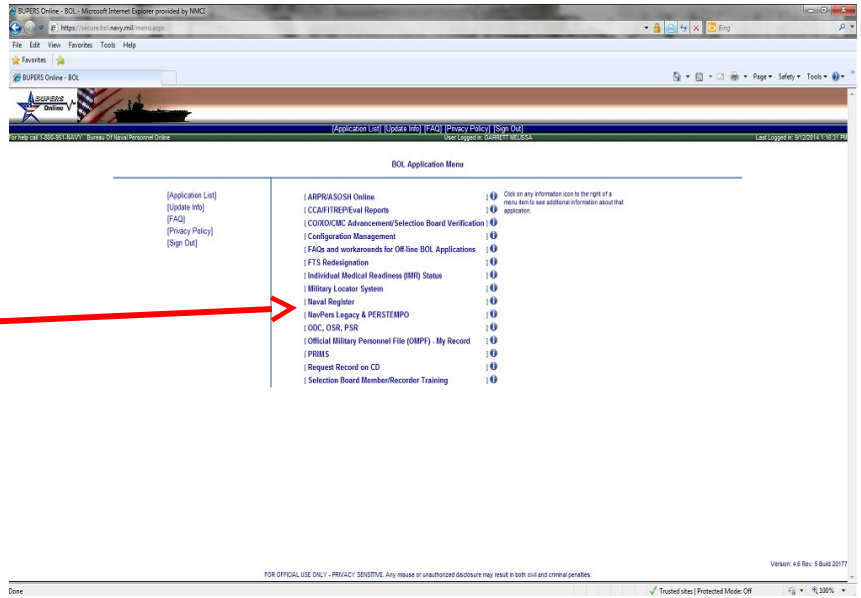
- The User will be asked to provide Common Access Card (CAC) credentials to proceed.


BUPERS Online
This web site is for use by Active Duty and Reserve Navy personnel, as well as other specifically authorized personnel only.
CAC Login
For help call 1-800-951-NAVY
Help Desk Hours of Operation
Monday - Friday, 0600 - 1700 Central
For Assistance or comments please send an email to NPC_IT_Service_Desk@navy.mil
[Privacy Policy] [FAQ] [PKI/CAC FAQ]
[Accessibilty/Section 508]
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Accessing HDP-T

- Once the User's credentials have been verified and accepted, the BOL Application Menu will display.
- The User will select NavPers Legacy & PERSTEMPO.


BUPERS Online - BOL - Microsoft Internet Explorer provided by NMCI
BUPERS Online - BOL
[Application List] [Update Info] [FAQ] [Privacy Policy] [Sign Out]
BOL Application Menu
[Application List]
[Update Info]
[FAQ]
[Privacy Policy]
[Sign Out]
[ARPR/ASOSH Online
[CCAI/FITREP/Eval Reports
[CO/XO/CMC Advancement/Selection Board Verification
[Configuration Management
[FAQs and workarounds for Off-line BOL Applications
[FTS Redesignation
[Individual Medical Readiness (IMR) Status
[Military Locator System
[Naval Register
[NavPers Legacy & PERSTEMPO
[ODC, OSR, PSR
[Official Military Personnel File (OMPF) - My Record
[PRIMS
[Request Record on CD
[Selection Board Member/Recorder Training
Click on any information icon to the right of a menu item to see additional information about that application.
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.
Done

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

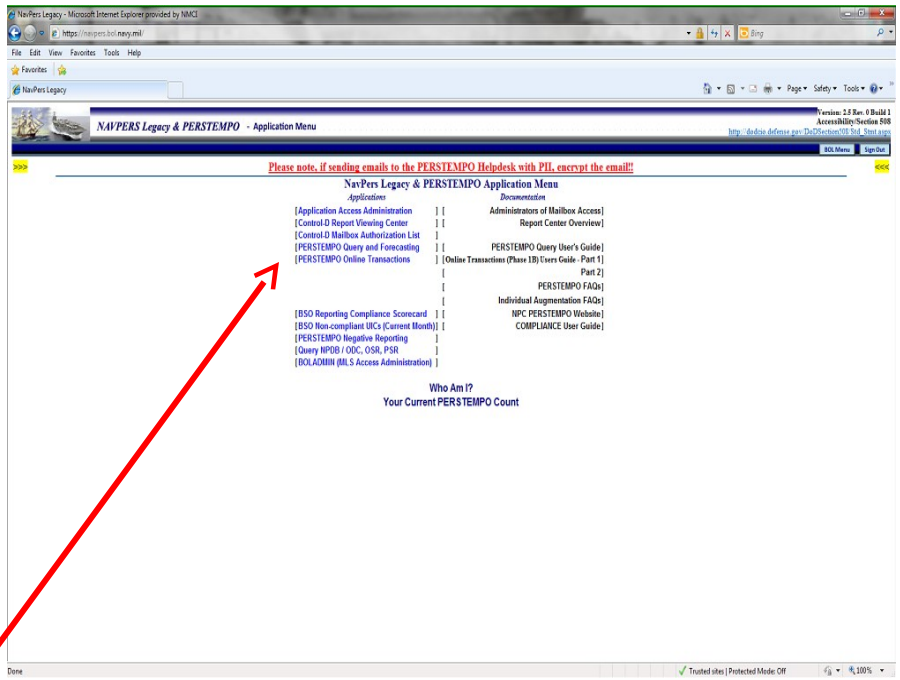
Accessing HDP-T

- The program will take the User to the NavPers Legacy & PERSTEMPO Application Menu.

- **Pro Tip:** The User must have access to Query and Forecasting, which is granted by the Unit Commanding Officer, Executive Officer, or by any member with Ownership Rights. If the User has more than one UIC, access will need to be granted for every UIC.

- **Pro Tip:** If the User needs access, please see Query and Forecasting User Guide, pp. 6-13, or contact the PERSTEMPO Helpdesk (information located on p. 33 of this User Guide).

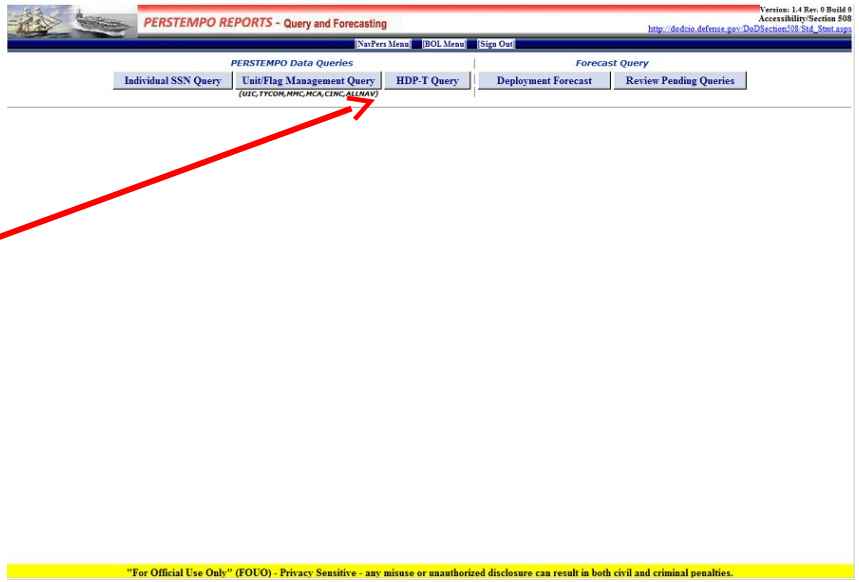
- The User will select PERSTEMPO Query and Forecasting.


NAVPERS Legacy & PERSTEMPO - Application Menu
Please note, if sending emails to the PERSTEMPO Helpdesk with PII, encrypt the email!!
NavPers Legacy & PERSTEMPO Application Menu
Applications
[Application Access Administration]
[Control-D Report Viewing Center]
[Control-D Mailbox Authorization List]
[PERSTEMPO Query and Forecasting]
[PERSTEMPO Online Transactions]
[BSO Reporting Compliance Scorecard]
[BSO Non-compliant UICs (Current Month)]
[PERSTEMPO Negative Reporting]
[Query NPDB / ODC, OSR, PSR]
[BOLADMIN (MLS Access Administration)]
Documentation
[Administrators of Mailbox Access]
[Report Center Overview]
[PERSTEMPO Query User's Guide]
[Online Transactions (Phase 1B) Users Guide - Part 1]
[Part 2]
[PERSTEMPO FAQs]
[Individual Augmentation FAQs]
[NPC PERSTEMPO Website]
[COMPLIANCE User Guide]
Who Am I?
Your Current PERSTEMPO Count

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Accessing HDP-T

- This selection will take the User to the Query and Forecasting Main Menu.
- The User will select HDP-T Query to proceed.


PERSTEMPO REPORTS - Query and Forecasting
Version: 1.4 Rev. 0 Build 0
Accessibility/Section 508
NavPers Menu
BOL Menu
Sign Out
PERSTEMPO Data Queries
Forecast Query
Individual SSN Query
Unit/Flag Management Query
(UIC, TYCOM, MMC, MCA, CINC, ALNAV)
HDP-T Query
Deployment Forecast
Review Pending Queries
"For Official Use Only" (FOUO) - Privacy Sensitive - any misuse or unauthorized disclosure can result in both civil and criminal penalties.

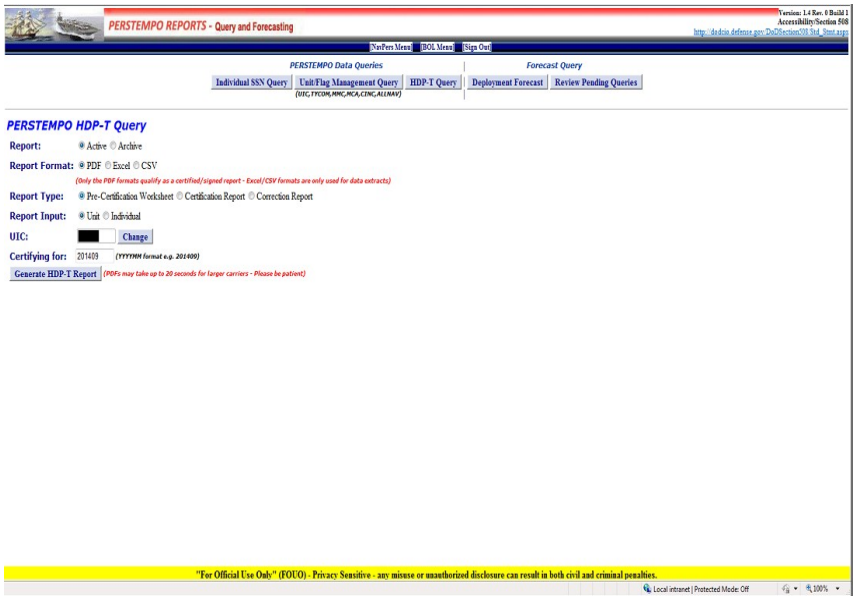
The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

HDP-T Report Parameters

- HDP-T Reports are created by selecting the parameters for the desired report format. The default parameters are: Active, .pdf format, Pre-Certification Worksheet, Unit Input, User's UIC Number, and Current Month.

- **Pro Tip:** Only the .pdf report format qualifies as a certified/signed report. Excel/CSV formats are used for data extracts only.

- **Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User will need to gain access to every UIC through the 'PERSTEMPO Forecast Report Generation' section; which is located under 'Application Access Administration'.



The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

HDP-T Report Options

There are six report options the User can create within the parameters of HDP-T:

1) Pre-Certification Worksheet/Individual Input/.pdf, Excel, CSV format
2) Pre-Certification Worksheet/Unit Input/.pdf, Excel, CSV format
3) Certification Report/Individual Input/.pdf format *(Can only be completed by Certifying Officer)*
4) Certification Report/Unit Input/.pdf format *(Can only be completed by Certifying Officer)*
5) Correction Report/Individual Input/.pdf format *(Can only be completed by Certifying Officer and can only run after corrections made to the initial Unit or Individual Certification Report.)*
6) Correction Report/Unit Input/.pdf Format *(Can only be completed by Certifying Officer and can only run after corrections made to the initial Unit Certification Report.)*

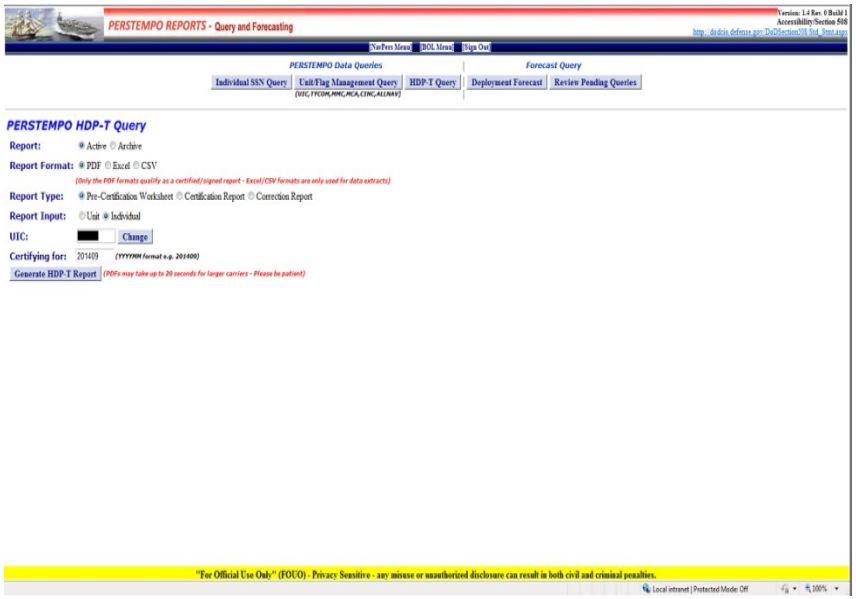
The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 1: Pre-Certification Worksheet/Individual/.pdf

- The User will select “Active” for the type of query to run.
- The User will select the report format from .pdf, Excel, or Comma-Separated Value (CSV).
- The User will select the “Pre-Certification Worksheet” option.
- If the User needs to change the UIC, select “Change”, put in the new UIC number, and click “Proceed”.

➢**Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User will need to gain access to every UIC through the ‘PERSTEMPO Forecast Report Generation’ section; which is located under ‘Application Access Administration’.

- The User will select “Individual” input. This report input will display list of Sailors in the command as well as display spaces for individual Member Social Security Numbers (SSNs) to be entered.



The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

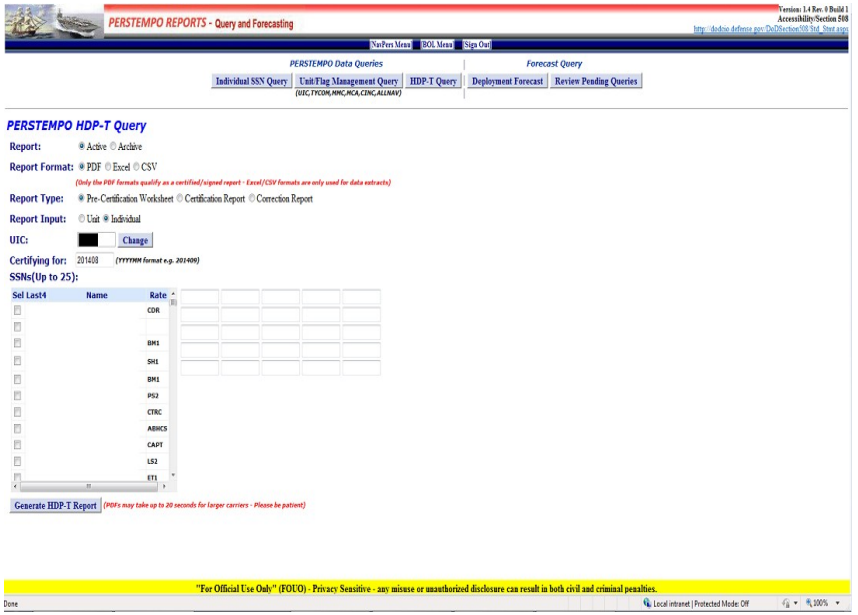
Report Format Option 1: Pre-Certification Worksheet/Individual/.pdf

- The User can either select the names from the UIC or enter up to 25 Member SSNs, along with the Certifying Month (using YYYYMM format).

- **Pro Tip:** User can only submit SSNs for Sailors currently at the command.

- After clicking on “Generate HDP-T Report,” the User will be prompted to open the .pdf.

- Once “Open” has been selected, the Pre-Certification Worksheet summary for the SSNs entered will display within the parameters previously entered.



The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

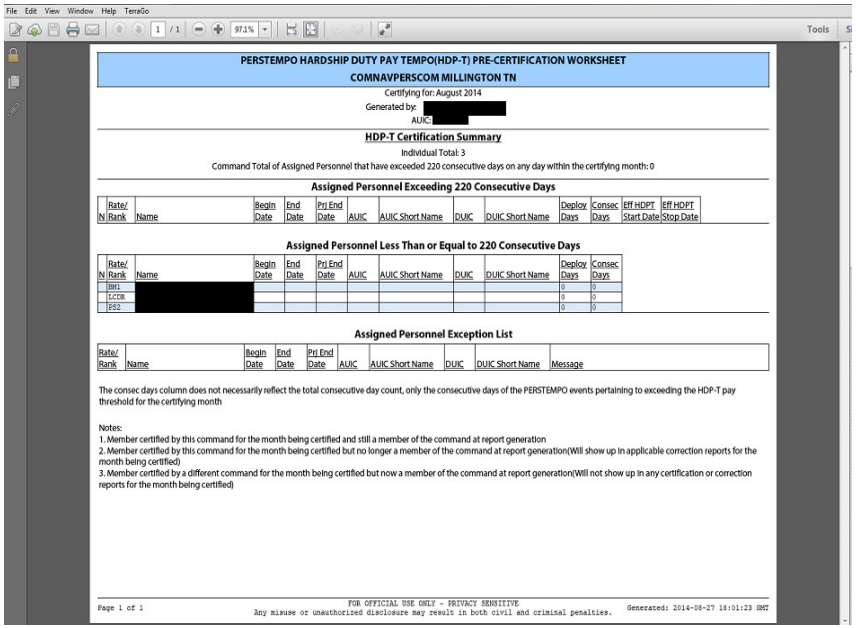
Report Format Option 1: Pre-Certification Worksheet/Individual/.pdf

- **Pro Tip:** If the .pdf report is blank, try these steps:
  - Once the blank .pdf comes up, click on the "Enable All Features" button in the yellow field.
  - Select the "Options" button that appears and click on "Enable JavaScript for this document one time only".
  - Once again, click on the "Enable All Features" button in the yellow field.
  - The report should now be visible.

- The User can choose to view, print, or save the Pre-Certification Worksheet, using the buttons on the worksheet's toolbar.

- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.

- **Pro Tip:** If corrections need to be made to the information on the worksheet, the User will need to submit transactions to the Diary Message Reporting System (DMRS). This function is located under the "PERSTEMPO Online Transactions" tab on the main NavPers Legacy & PERSTEMPO page.



PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) PRE-CERTIFICATION WORKSHEET
COMNAVPERSCOM MILLINGTON TN
Certifying for: August 2014
Generated by: [redacted]
AUIC: [redacted]

HDP-T Certification Summary
Individual Total: 3
Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 0

Assigned Personnel Exceeding 220 Consecutive Days

N	Rate/ Rank	Name	Begin Date	End Date	Prj End Date	AUIC	AUIC Short Name	DUIC	DUIC Short Name	Deploy Days	Consec Days	Eff HDPT Start Date	Eff HDPT Stop Date

Assigned Personnel Less Than or Equal to 220 Consecutive Days

N	Rate/ Rank	Name	Begin Date	End Date	Prj End Date	AUIC	AUIC Short Name	DUIC	DUIC Short Name	Deploy Days	Consec Days
	IH1	[redacted]								0	0
	LCDR									0	0
	ES2									0	0

Assigned Personnel Exception List

Rate/ Rank	Name	Begin Date	End Date	Prj End Date	AUIC	AUIC Short Name	DUIC	DUIC Short Name	Message

The consec days column does not necessarily reflect the total consecutive day count, only the consecutive days of the PERSTEMPO events pertaining to exceeding the HDP-T pay threshold for the certifying month

Notes:
1. Member certified by this command for the month being certified and still a member of the command at report generation
2. Member certified by this command for the month being certified but no longer a member of the command at report generation(Will show up in applicable correction reports for the month being certified)
3. Member certified by a different command for the month being certified but now a member of the command at report generation(Will not show up in any certification or correction reports for the month being certified)

Page 1 of 1
FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.
Generated: 2014-08-27 18:01:23 GMT

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 2: Pre-Certification Worksheet/Unit/.pdf

- The User will select “Active” for the type of query to run.
- The User will select the report format from .pdf, Excel, or CSV.
- The User will select the “Pre-Certification Worksheet” option.
- If the User needs to change the UIC, select “Change”, put in the new UIC number, and click “Proceed”.
- **Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User will need to gain access to every UIC through the ‘PERSTEMPO Forecast Report Generation’ section; which is located under ‘Application Access Administration’.
- The User will enter the Certifying Month in YYYYMM format.
- By clicking on “Generate HDP-T Report,” the User will be prompted to open the .pdf.
- Once “Open” has been selected, the Pre-Certification Worksheet summary will display within the parameters entered.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

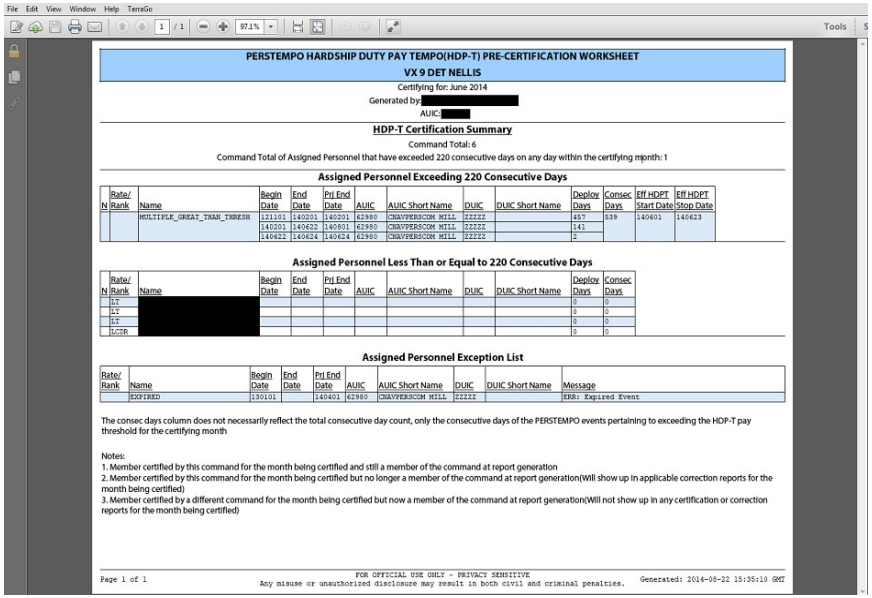
Report Format Option 2: Pre-Certification Worksheet/Unit/.pdf

➢**Pro Tip:** If the .pdf report is blank, try these steps:
- Once the blank .pdf comes up, click on the “Enable All Features” button in the yellow field.
- Select the “Options” button that appears and click on “Enable JavaScript for this document one time only”.
- Once again, click on the “Enable All Features” button in the yellow field.
- The report should now be visible.

- The User can choose to view, print, or save the Pre-Certification Worksheet, using the buttons on the worksheet’s toolbar.

- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.

➢**Pro Tip:** If corrections need to be made to the information on the worksheet, the User will need to submit transactions to the Diary Message Reporting System (DMRS). This function is located under the “PERSTEMPO Online Transactions” tab on the main NavPers Legacy & PERSTEMPO page.



PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) PRE-CERTIFICATION WORKSHEET

VX 9 DET NELLIS

Certifying for: June 2014

Generated by: [redacted]

AUIC: [redacted]

HDP-T Certification Summary

Command Total: 6

Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 1

Assigned Personnel Exceeding 220 Consecutive Days

N	Rate/ Rank	Name	Begin Date	End Date	Prj End Date	AUIC	AUIC Short Name	DUIC	DUIC Short Name	Deploy Days	Consec Days	Eff HDPT Start Date	Eff HDPT Stop Date
		MULTIPLE_GREAT_THAN_THRESH	121101	140201	140201	62980	CNAVPERSCOM MILL	ZZZZZ		457	539	140401	140623
			140201	140622	140801	62980	CNAVPERSCOM MILL	ZZZZZ		141			
			140622	140624	140624	62980	CNAVPERSCOM MILL	ZZZZZ		2			

Assigned Personnel Less Than or Equal to 220 Consecutive Days

N	Rate/ Rank	Name	Begin Date	End Date	Prj End Date	AUIC	AUIC Short Name	DUIC	DUIC Short Name	Deploy Days	Consec Days
	LT	[redacted]								0	0
	LT									0	0
	LT									0	0
	LCDR									0	0

Assigned Personnel Exception List

Rate/ Rank	Name	Begin Date	End Date	Prj End Date	AUIC	AUIC Short Name	DUIC	DUIC Short Name	Message
	EXPIRED	130101		140401	62980	CNAVPERSCOM MILL	ZZZZZ		ERR: Expired Event

The consec days column does not necessarily reflect the total consecutive day count, only the consecutive days of the PERSTEMPO events pertaining to exceeding the HDP-T pay threshold for the certifying month

Notes:
1. Member certified by this command for the month being certified and still a member of the command at report generation
2. Member certified by this command for the month being certified but no longer a member of the command at report generation(Will show up in applicable correction reports for the month being certified)
3. Member certified by a different command for the month being certified but now a member of the command at report generation(Will not show up in any certification or correction reports for the month being certified)

Page 1 of 1

FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

Generated: 2014-06-22 15:35:10 GMT

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 3: Certification Report/Individual/.pdf

(can only be completed by Certifying Officer)

- **Important Pro Tip:** For pay auditability, the main Certifying Officer is not permitted to verify and digitally sign their own HDP-T eligibility. Therefore, the next Certifying Authority must run an "Individual Certification Report" on the Certifying Officer, with verification and digital signature **BEFORE** the Certifying Officer can do either an "Individual Certification Report" or "Unit Certification Report" for the rest of the command.

- The User will select "Active" for the type of query to run.
- The User will select the report format from .pdf.
- The User will select the "Certification Report" option.
- If the User needs to change the UIC, select "Change", put in the new UIC number, and click "Proceed".
- **Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User needs access granted in Query and Forecasting for every UIC.
- The User will select "Individual" input. This report input will display list of Sailors in the command as well as display spaces for individual Member Social Security Numbers (SSNs) to be entered.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 3: Certification Report/Individual/.pdf

(can only be completed by Certifying Officer)

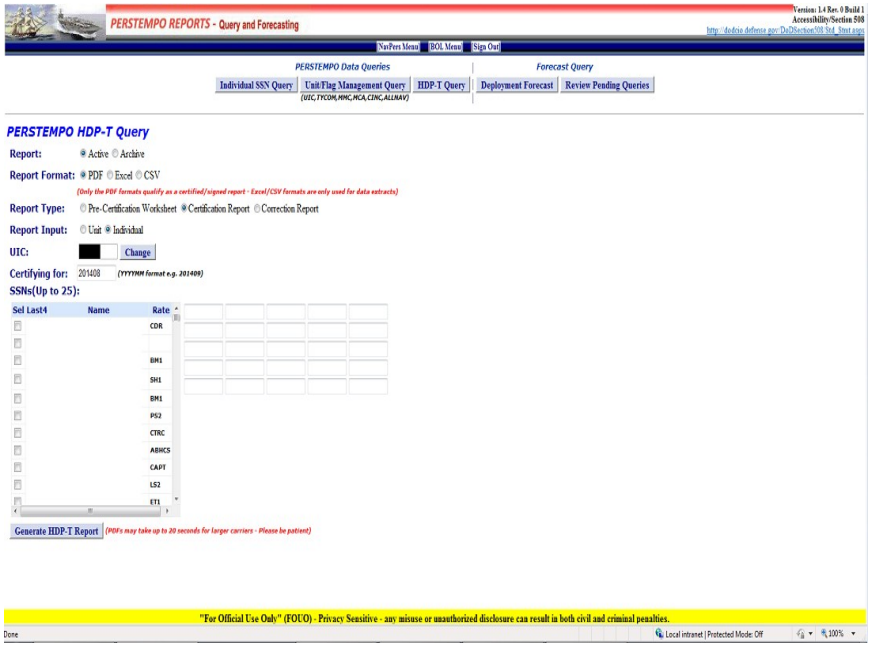
- The User can either select the names from the UIC or enter up to 25 Member SSNs.

➢ **Pro Tip:** A User can only submit SSNs for Sailors currently at the command.

- The User will enter the Certifying Month in YYYYMM format.

➢ **Pro Tip:** The current month cannot be certified for the unit; only a previous month can be certified. However, an individual report can be certified for the current month for a Sailor(s). Once a Sailor has been certified for the month, any corrections to the Sailor will need to be done through an Correction Report.

- Click on “Generate HDP-T Report”.



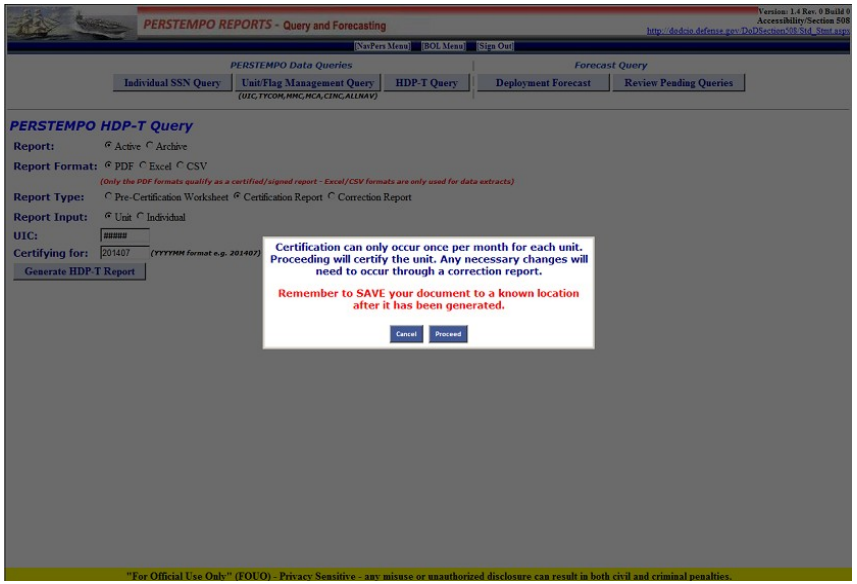
The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 3: Certification Report/Individual/.pdf

(can only be completed by Certifying Officer)

- This is the message that will prompt if the User attempts to create an Active/.pdf/Individual Certification Report.
- Certification can only occur once per month for each individual.
- The User will click “Proceed” and the user will be prompted to open the .pdf.
- If the User clicks “Cancel,” the message will clear, the Certification Report will not be generated, and the User will be returned to the HDP-T Main Menu.
- Once “Open” has been selected for the .pdf, the system will display the Certification Report for SSNs within the parameters entered.

➢ **Pro Tip**: The Individual Certification Report will not display Sailors who do not qualify or have already been certified via an Individual Certification Report for the same month/year.



The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 3: Certification Report/Individual/.pdf

(can only be completed by Certifying Officer)

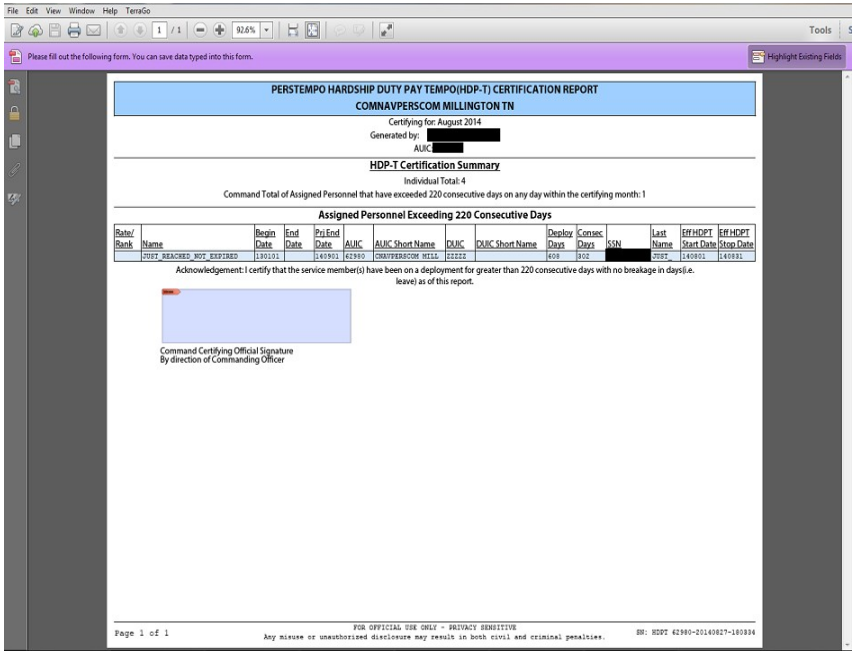
- The User will confirm the Certification Report with a digital signature by clicking on the signature box.
- Once the User has clicked to sign the report, the document will need to be saved in order to keep the signature in the box.

➢**Pro Tip:** Even if the User does not sign the report, this document is still only generated once per month. In addition, it will not be saved.

- Once signed, the User will submit the certified report to the PSD or the Defense Finance Accounting System (DFAS) via the Transaction Online Processing System (TOPS) or the Defense Workload Operations Web System (DWOWS).

➢**Pro Tip:** Since a Certification Report for a Sailor can only be generated once per month, a Correction Report will have to be generated to update any errors in the initial Individual Certification Report. To fix errors, the User will need to first submit transactions via DMRS Online Transactions.

- The User can choose to view, print, or save the Certification Report, using the buttons on the report's toolbar.
- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.


PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) CERTIFICATION REPORT
COMNAVPERSCOM MILLINGTON TN
Certifying for: August 2014
Generated by:
AUIC
HDP-T Certification Summary
Individual Total: 4
Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 1
Assigned Personnel Exceeding 220 Consecutive Days
Rate/ Rank
Name
Begin Date
End Date
Pri End Date
AUIC
AUIC Short Name
DUIC
DUIC Short Name
Deploy Days
Consec Days
SSN
Last Name
Eff HDPT Start Date
Eff HDPT Stop Date
Acknowledgement: I certify that the service member(s) have been on a deployment for greater than 220 consecutive days with no breakage in days(i.e. leave) as of this report.
Command Certifying Official Signature
By direction of Commanding Officer
Page 1 of 1
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 4: Certification Report/Unit/.pdf

(can only be completed by Certifying Officer)

- **Important Pro Tip:** For pay auditability, the main Certifying Officer is not permitted to verify and digitally sign their own HDP-T eligibility. Therefore, the next Certifying Authority must run an "Individual Certification Report" on the Certifying Officer, with verification and digital signature **BEFORE** the Certifying Officer can do a "Unit Certification Report" for the rest of the command. Once the next Certifying Authority has certified the main Certifying Officer, the command can run a "Unit Certification Report".

- The User will select "Active" for the type of query to run.
- The User will select the report format from .pdf.
- The User will select the "Certification Report" option, and then the "Unit" option.
- If the User needs to change the UIC, select "Change", put in the new UIC number, and click "Proceed".
- **Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User will need to gain access to every UIC through the 'PERSTEMPO Forecast Report Generation' section; which is located under 'Application Access Administration'.
- The User will enter the Certifying Month in YYYYMM format.
- Click on "Generate HDP-T Report".

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 4: Certification Report/Unit/.pdf

(can only be completed by Certifying Officer)

- **Pro Tip:** The current month cannot be certified; only a previous month can be certified. Once a unit has been certified for a past month, any corrections to the unit will need to be done through an Correction Report.

- This is the message that will prompt if the User attempts to create an Active/.pdf/Unit Certification Report.

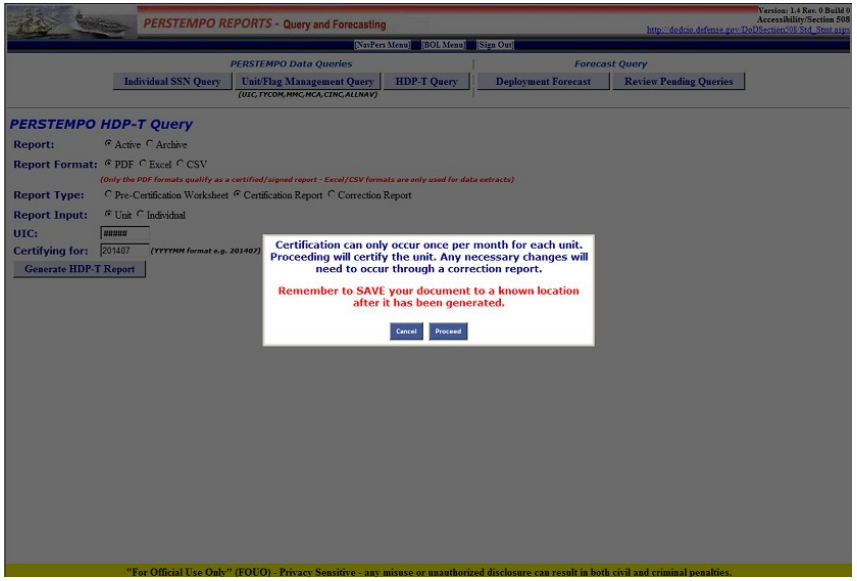
- Certification can only occur once per month for each unit.

- The User will click “Proceed” and the user will be prompted to open the .pdf.

- If the User clicks “Cancel,” the message will clear, the Certification Report will not be generated, and the User will be returned to the HDP-T Main Menu.

- Once “Open” has been selected, the system will display the Certification Report for the unit within the parameters entered.

- **Pro Tip**: The Unit Certification Report will not display Sailors who do not qualify or have already been certified via an Individual Certification Report for the same month/year.

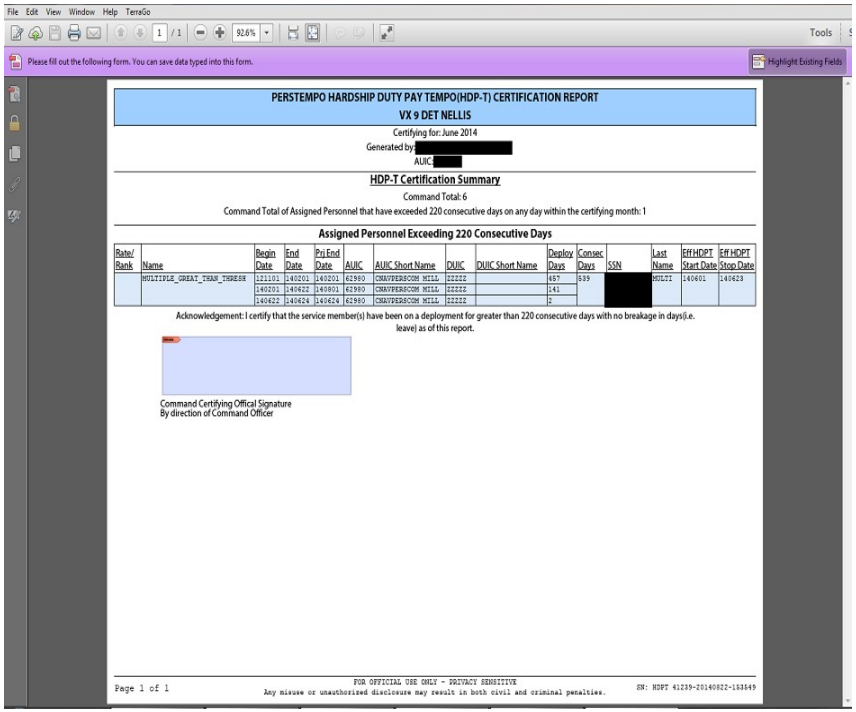


The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 4: Certification Report/Unit/.pdf

(can only be completed by Certifying Officer)

- The User will confirm the Certification Report with a digital signature by clicking on the signature box.
- Once the User has clicked to sign the report, the document will need to be saved in order to keep the signature in the box.
- **Pro Tip:** Even if the User does not sign the report, this document is still only generated once per month. In addition, it will not be saved.
- Once signed, the User will submit the certified report to the PSD or DFAS via TOPS or DWOWS.
- **Pro Tip:** Since a Certification Report for a unit can only be generated once per month, a Correction Report will have to be generated to update any errors in the initial Unit Certification Report. To fix errors, the User will need to first submit transactions via DMRS Online Transactions.
- The User can choose to view, print, or save the Certification Report, using the buttons on the report's toolbar.
- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.


PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) CERTIFICATION REPORT
VX 9 DET NELLIS
Certifying for: June 2014
Generated by [redacted]
AUIC [redacted]
HDP-T Certification Summary
Command Total: 6
Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 1
Assigned Personnel Exceeding 220 Consecutive Days
Rate/ Rank
Name
Begin Date
End Date
Prj End Date
AUIC
AUIC Short Name
DUIC
DUIC Short Name
Deploy Days
Consec Days
SSN
Last Name
Eff HDPT Start Date
Eff HDPT Stop Date
MULTIPLE_GREAT_TRAN_THRESH
121101 140201 140201 62980 CNAVPERSCOM MILL 22222 457 639 [redacted] MULTI 140601 140623
140201 140422 140801 62980 CNAVPERSCOM MILL 22222 141
140422 140424 140624 62980 CNAVPERSCOM MILL 22222 2
Acknowledgement: I certify that the service member(s) have been on a deployment for greater than 220 consecutive days with no breakage in days(i.e. leave) as of this report.
Command Certifying Offical Signature
By direction of Command Officer
Page 1 of 1
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 5: Correction Report/Individual/.pdf

(can only be completed by Certifying Officer)

- **Pro Tip:** This report can only be generated after a Certification Report for the month/year has been entered and then a Sailor(s)'s information has been updated.

- The User will select "Active" for the type of query to run.

- The User will select the report format from .pdf.

- The User will select the "Correction Report" option.

- If the User needs to change the UIC, select "Change", put in the new UIC number, and click "Proceed".

- **Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User will need to gain access to every UIC through the "PERSTEMPO Forecast Report Generation" section; which is located under "Application Access Administration."

- The User will select "Individual" input. This report input will display list of Sailors in the command as well as display spaces for individual Member SSNs to be entered.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 5: Correction Report/Individual/.pdf

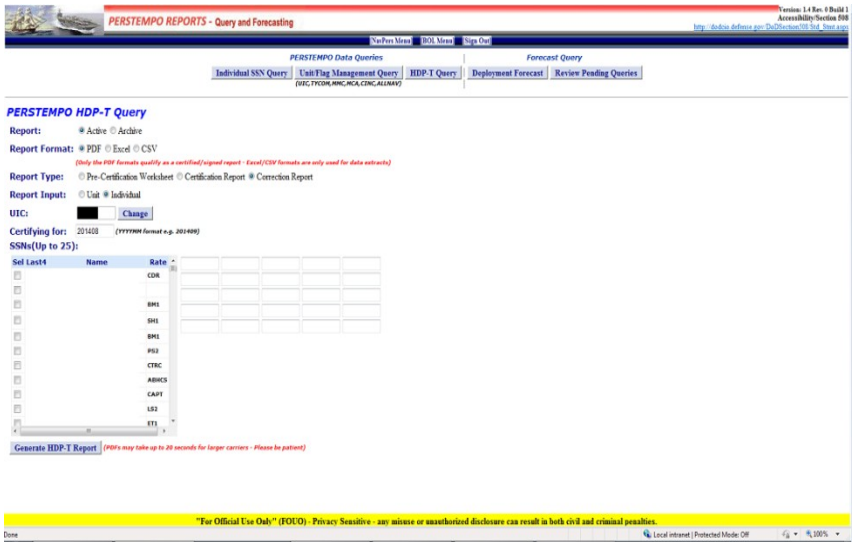
(can only be completed by Certifying Officer)

- The User can either select the names from the UIC or enter up to 25 Member SSNs.

- **ProTip:** User can only submit SSNs for Sailors currently at the command.

- The User will enter the Certifying Month in YYYYMM format.

- Click on “Generate HDP-T Report”.

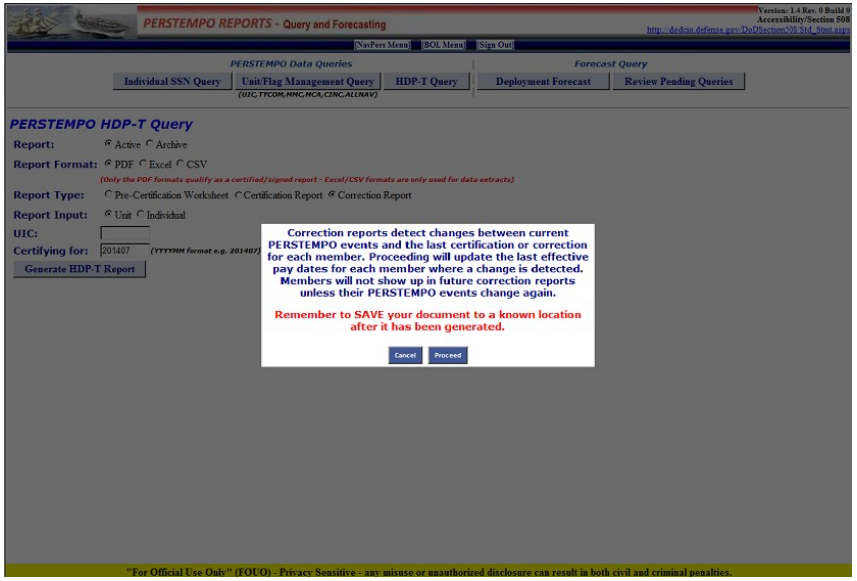


The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 5: Correction Report/Individual/.pdf

(can only be completed by Certifying Officer)

- This is the message that will prompt if the User attempts to create an Active/.pdf/Individual Correction Report.
- Correction reports detect changes between the current PERSTEMPO events and the last certification/correction for each member. Proceeding will update the last effective pay dates for each member where a change is detected. Members will not show unless there are changes.
- The User will click “Proceed” and the user will be prompted to open the .pdf.
- If the User clicks “Cancel,” the message will clear, the Correction Report will not be generated, and the User will be returned to the HDP-T Main Menu.
- Once “Open” has been selected, the system will display the Correction Report for the individual within the parameters entered.


PERSTEMPO REPORTS - Query and Forecasting
NavPers Menu
BOL Menu
Sign Out
PERSTEMPO Data Queries
Forecast Query
Individual SSN Query
Unit/Flag Management Query
(UIC,TYCOM,MNC,MCA,CINC,ALLNAV)
HDP-T Query
Deployment Forecast
Review Pending Queries
PERSTEMPO HDP-T Query
Report:
Active
Archive
Report Format:
PDF
Excel
CSV
(Only the PDF formats qualify as a certified/signed report - Excel/CSV formats are only used for data extracts)
Report Type:
Pre-Certification Worksheet
Certification Report
Correction Report
Report Input:
Unit
Individual
UIC:
Certifying for:
201407
(YYYYMM format e.g. 201407)
Generate HDP-T Report
Correction reports detect changes between current PERSTEMPO events and the last certification or correction for each member. Proceeding will update the last effective pay dates for each member where a change is detected. Members will not show up in future correction reports unless their PERSTEMPO events change again.
Remember to SAVE your document to a known location after it has been generated.
Cancel
Proceed
"For Official Use Only" (FOUO) - Privacy Sensitive - any misuse or unauthorized disclosure can result in both civil and criminal penalties.

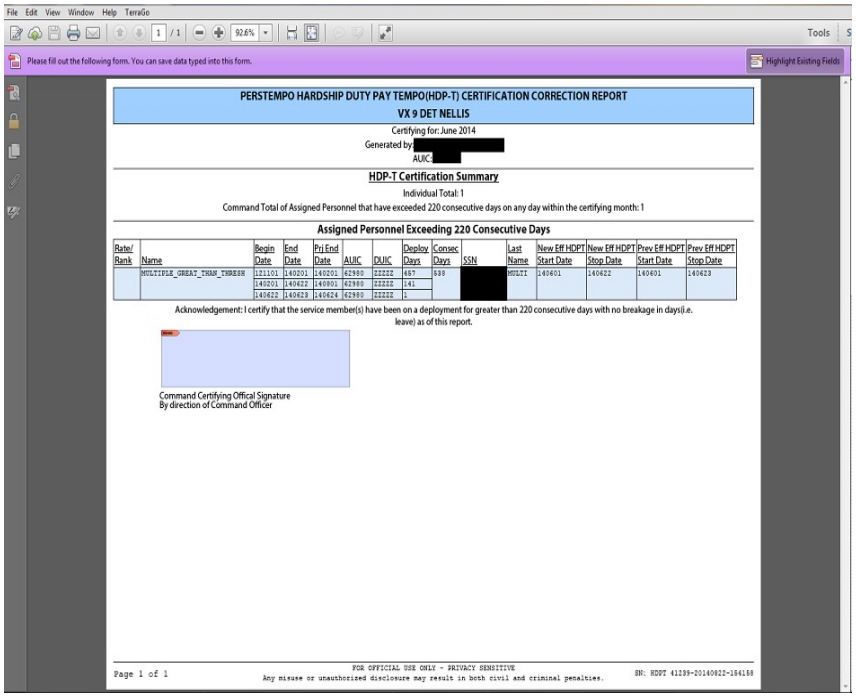
- **Pro Tip:** The Correction Report only displays the Sailors who had changes in eligibility since the initial Certification Report or last Correction Report for the certifying month/year.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 5: Correction Report/Individual/.pdf

(can only be completed by Certifying Officer)

- The User will confirm the Correction Report with a digital signature by clicking on the signature box.
- Once the User has clicked to sign the report, the document will need to be saved in order to keep the signature in the box.
- **Pro Tip:** Even if the User does not sign the report, this document has still been generated. In addition, it will not be automatically saved.
- Once signed, the User will submit the certified report to the PSD or DFAS via TOPS or DWOWS.
- **Pro Tip:** A Correction Report will have to be generated each time any errors need to be fixed. To fix errors, the User will need to first submit transactions via DMRS Online Transactions.
- The User can choose to view, print, or save the Correction Report, using the buttons on the report's toolbar.
- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.


PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) CERTIFICATION CORRECTION REPORT
VX 9 DET NELLIS
Certifying for: June 2014
Generated by [redacted]
AUIC [redacted]
HDP-T Certification Summary
Individual Total: 1
Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 1
Assigned Personnel Exceeding 220 Consecutive Days
Rate/ Rank
Name
Begin Date
End Date
Prj End Date
AUIC
DUIC
Deploy Days
Consec Days
SSN
Last Name
New Eff HDPT Start Date
New Eff HDPT Stop Date
Prev Eff HDPT Start Date
Prev Eff HDPT Stop Date
MULTIPLE_GREAT_THAN_THREE
121101 140201 140201 62980 ZZZZZ 487 599 [redacted] MULTI 140601 140622 140401 140623
140201 140422 140801 62980 ZZZZZ 141
140422 140629 140624 62980 ZZZZZ 1
Acknowledgement: I certify that the service member(s) have been on a deployment for greater than 220 consecutive days with no breakage in days(i.e. leave) as of this report.
Command Certifying Offical Signature
By direction of Command Officer
Page 1 of 1
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 6: Correction Report/Unit/.pdf

(can only be completed by Certifying Officer)

➢**Pro Tip:** This report can only be generated after a Certification Report for the month/year has been entered and a unit's information has been updated.

•The User will select "Active" for the type of query to run.

•The User will select the report format from .pdf.

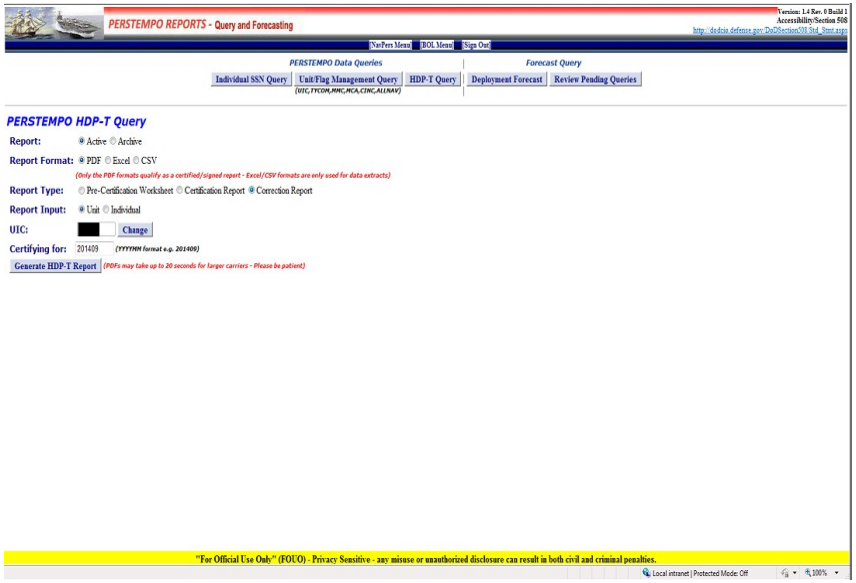
•The User will select the "Correction Report" option, and then the "Unit" option.

•If the User needs to change the UIC, select "Change", put in the new UIC number, and click "Proceed".

➢**Pro Tip:** The User can only do reports for UICs the User is authorized to view/certify. If the User has more than one UIC to certify, then the User will need to gain access to every UIC through the 'PERSTEMPO Forecast Report Generation' section; which is located under 'Application Access Administration'.

•The User will enter the Certifying Month in YYYYMM format.

•Click on "Generate HDP-T Report".



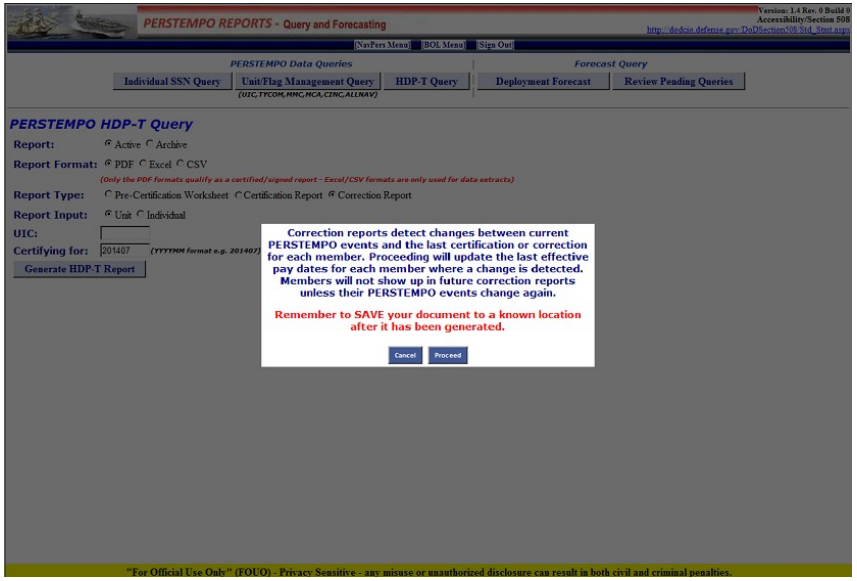
The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 6: Correction Report/Unit/.pdf

(can only be completed by Certifying Officer)

- This is the message that will prompt if the User attempts to create an Active/.pdf/Unit Correction Report.
- Correction reports detect changes between the current PERSTEMPO events and the last certification/correction for each member. Proceeding will update the last effective pay dates for each member where a change is detected. Members will not show unless there are changes.
- The User will click “Proceed” and the user will be prompted to open the .pdf.
- If the User clicks “Cancel,” the message will clear, the Correction Report will not be generated, and the User will be returned to the HDP-T Main Menu.
- Once “Open” has been selected, the system will display the Correction Report for the individual within the parameters entered.

➢ **Pro Tip:** The Correction Report only displays the Sailors who had changes in eligibility since the initial Certification Report or last Correction Report for the certifying month/year.


PERSTEMPO REPORTS - Query and Forecasting
NavPers Menu
BOL Menu
Sign Out
PERSTEMPO Data Queries
Forecast Query
Individual SSN Query
Unit/Flag Management Query
(UIC,TYCOM,MNC,MCA,CINC,ALLNAV)
HDP-T Query
Deployment Forecast
Review Pending Queries
PERSTEMPO HDP-T Query
Report:
Active
Archive
Report Format:
PDF
Excel
CSV
(Only the PDF formats qualify as a certified/signed report - Excel/CSV formats are only used for data extracts)
Report Type:
Pre-Certification Worksheet
Certification Report
Correction Report
Report Input:
Unit
Individual
UIC:
Certifying for:
201407
(YYYYMM format e.g. 201407)
Generate HDP-T Report
Correction reports detect changes between current PERSTEMPO events and the last certification or correction for each member. Proceeding will update the last effective pay dates for each member where a change is detected. Members will not show up in future correction reports unless their PERSTEMPO events change again.
Remember to SAVE your document to a known location after it has been generated.
Cancel
Proceed
"For Official Use Only" (FOUO) - Privacy Sensitive - any misuse or unauthorized disclosure can result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Report Format Option 6: Correction Report/Unit/.pdf

(can only be completed by Certifying Officer)

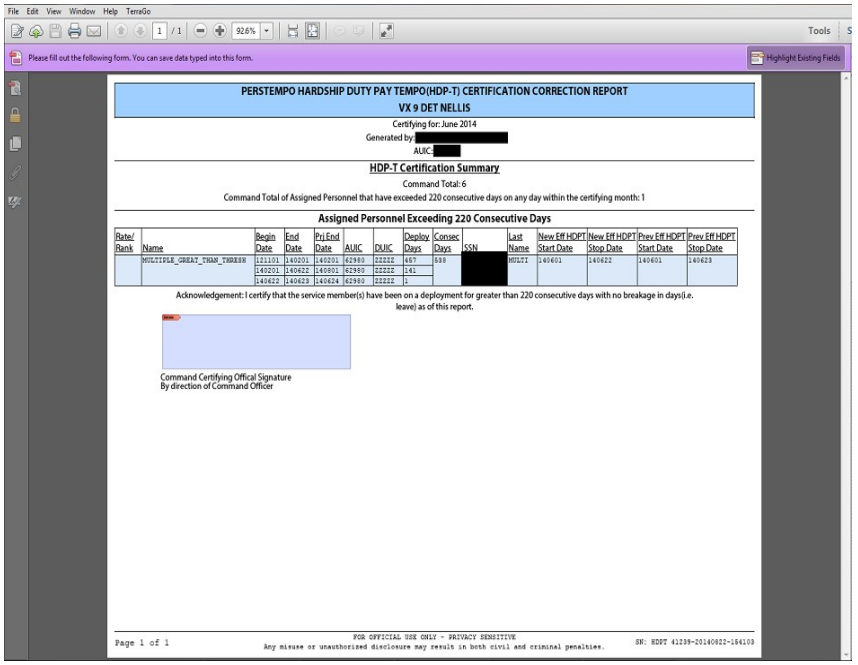
- The User will confirm the Correction Report with a digital signature by clicking on the signature box.
- Once the User has clicked to sign the report, the document will need to be saved in order to keep the signature in the box.

➢**Pro Tip:** Even if the User does not sign the report, this document has still been generated. In addition, it will not be automatically saved.

- Once signed, the User will submit the certified report to the PSD or DFAS via TOPS or DWOWS.

➢**Pro Tip:** A Correction Report will have to be generated each time any errors need to be fixed. To fix errors, the User will need to first submit transactions via DMRS Online Transactions.

- The User can choose to view, print, or save the Correction Report, using the buttons on the report's toolbar.
- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.


PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) CERTIFICATION CORRECTION REPORT
VX 9 DET NELLIS
Certifying for: June 2014
HDP-T Certification Summary
Command Total: 6
Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 1
Assigned Personnel Exceeding 220 Consecutive Days
Acknowledgement: I certify that the service member(s) have been on a deployment for greater than 220 consecutive days with no breakage in days(i.e. leave) as of this report.
Command Certifying Offical Signature
By direction of Command Officer
Page 1 of 1
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Archive Reports

- In order to generate a previous .pdf Certification and/or Correction Report, the User will select the “Archive” Option.
- The User will select the .pdf report format.
- The User can select “Certification Report”, “Correction Report”, or “All” reports for a particular month. In this scenario, the “All” Report Type is selected.
- If the User needs to change the UIC, select “Change”, put in the new UIC number, and click “Proceed”.

➢ **Pro Tip:** The User can only view reports for UICs the User is authorized to view/certify.

- The User will enter the appropriate date in YYYYMM format.
- The User will click “Generate HDP-T Report.”

➢ **Pro Tip:** If there is only one report in the archive, the system will automatically go to the one report and prompt user to open .pdf. If this has occurred, skip to page 31.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Archive Reports

- This is the screen which will render if there are multiple archived reports from which the User can select.
- The User will select the desired report using the buttons on the left.
- Once the report is selected, the User will be prompted to open the .pdf.
- Once “Open” has been selected, the system will display the archived report.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

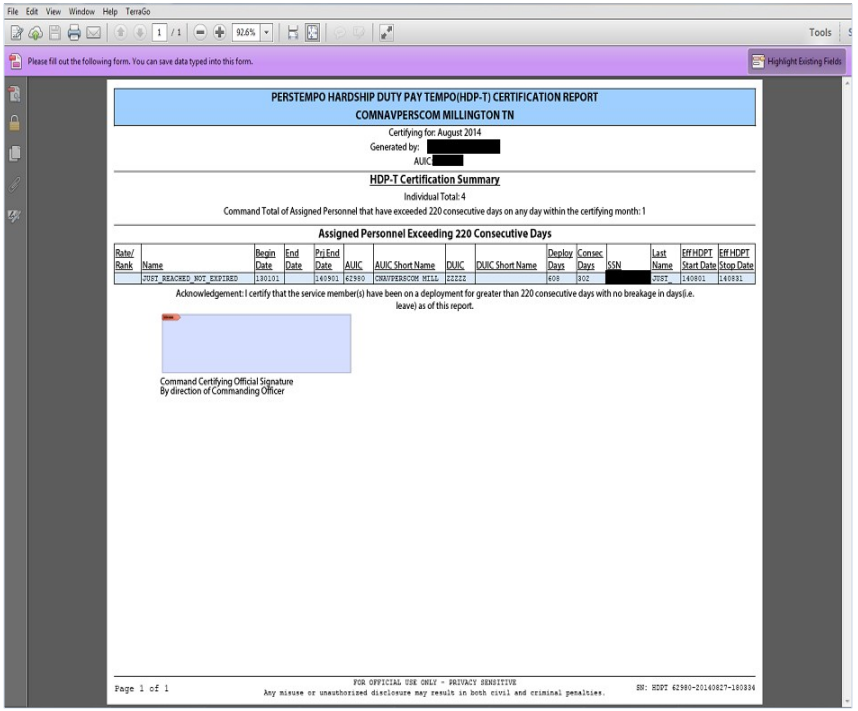
Archive Reports

- **Pro Tip:** The report opened will look exactly like the initial Certification or Correction Report. However, it will not have the digital signature.

- The User will be able to view, print, or save the report, using the buttons on the report's toolbar.

- **Pro Tip:** The User can sign a Certification or Correction Report that was generated by another User, if needing to send a certified report to PSD or DFAS via TOPS or DWOWS.

- Once finished, the User can select from the NavPers Menu, the BOL Menu, Sign Out, or select another function in Query and Forecasting.


PERSTEMPO HARDSHIP DUTY PAY TEMPO(HDP-T) CERTIFICATION REPORT
COMNAVPERSCOM MILLINGTON TN
Certifying for: August 2014
Generated by: [redacted]
AUIC: [redacted]
HDP-T Certification Summary
Individual Total:4
Command Total of Assigned Personnel that have exceeded 220 consecutive days on any day within the certifying month: 1
Assigned Personnel Exceeding 220 Consecutive Days
Rate/ Rank | Name | Begin Date | End Date | Pri End Date | AUIC | AUIC Short Name | DUIC | DUIC Short Name | Deploy Days | Consec Days | SSN | Last Name | Eff HDPT Start Date | Eff HDPT Stop Date
JUST_REACHED_NOT_EXPIRED | 130101 | | 140501 | 62980 | CNAVPERSCOM MILL | 22222 | | 408 | 302 | [redacted] | JUST_ | 140801 | 140831
Acknowledgement: I certify that the service member(s) have been on a deployment for greater than 220 consecutive days with no breakage in days(i.e. leave) as of this report.
Command Certifying Official Signature
By direction of Commanding Officer
Page 1 of 1
FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE
Any misuse or unauthorized disclosure may result in both civil and criminal penalties.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

Pro User Tips

Listed below are some additional Pro Tips that will summarize why a report cannot be certified or why corrections may be needed. For greater details and/or a complete list of HDP-T policy, business rules, and explanation about leave, please see the **MILPERSMAN 7720-075**; which can be accessed at the NPC PERSTEMPO website (http://www.public.navy.mil/bupers-npc/support/itempo).

- If an eligible Member/Command has an expired event, the command WILL NOT be able to generate a Certification Report, until the expired event has been corrected. The User will need to submit transactions into the "PERSTEMPO Online Transactions" section to correct the issue.

- For pay auditability, the main Certifying Officer is not permitted to verify and digitally sign their own HDP-T eligibility. therefore, the next Certifying Authority must run an "Individual Certification Report" on the Certifying Officer, with verification and digital signature **BEFORE** the Certifying Officer can do either an "Individual Certification Report" or "Unit Certification Report" for the rest of the command. Once the next Certifying Authority has certified the main Certifying Officer, the command can run a "Unit Certification Report".

- A "Certification Report" for a Sailor on a specific month/year can only be certified by the command to which the Member is permanently assigned. If a Member is reassigned prior to being certified for a specific month/year, it will now become the gaining command's responsibility to certify the Sailor; whether the event occurred with them or not.

- A command which certifies an eligible Member for a certifying month/year is responsible for any future corrections needed for that particular certifying month/year (applicable especially in the case of Members who transfer between commands).

- If a Member separates from the Navy and is not first certified by the losing command, the Member's deployment event cannot be certified. The losing command must complete an Individual Certification Report for separating Member(s) prior to loss.

- An initial Unit Certification Report will not reflect Members who have been already certified via an Individual Certification Report for the same certifying month/year.

- Any certification reports following the initial Individual/Unit Certification Report, generated for the same month/year, can only be done as a Correction Report.

- If a command certifies all members for a specific month/year via Individual Certification Report, corrections can only be made via an Individual Correction Report. Corrections may not be made using a Unit Correction Report.

- If an Individual/Unit Certification Report has been generated for a certifying month/year, any corrections for a Member/Unit will first need to submit transactions into the "PERSTEMPO Online Transactions" section. Once the Member/Unit information has been corrected, the User will need to submit a Correction Report. The Correction Report for the certifying month/year will display only the Members who had changes in eligibility since the initial Certification Report or last Correction Report was generated.

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.

PERSTEMPO HelpDesk Information

PERSTEMPO Help Desk (PERS-33)
DSN 882-4717, opt. 1; Comm. (901) 874-4717, opt. 1;
Toll-Free 1-800-951-NAVY, opt. 1
E-mail: perstempohd@navy.mil

William McClain - NPC (PERS-34)
PERSTEMPO Program Manager
DSN 882-2315, Comm. (901) 874-2315
E-mail: william.mcclain@navy.mil

Please Note: If you are sending an E-mail containing PII to either the PERSTEMPO Help Desk or the Program Manager, please ENCRYPT and put FOUO in the subject line!!!

The original of this document is the property of PERS-3 and, if reproduced, should be considered uncontrolled.